

The Episcopal Diocese of San Joaquin

Office of the Bishop and The Commission on Ministry

Steps Toward Acceptance as Postulant in Preparation for Diaconal Ministry

Check List 1

Please Note: It is not necessarily the case that all tasks have to be completed in the order listed. Whenever you have a question, please feel free to contact Chair of the Commission on Ministry, Director of School for Deacons, or the shepherd assigned to you by the Commission on Ministry. Note: COM = "Commission on Ministry"

MOST IMPORTANT: WHEN SUBMITTING DOCUMENTATION AS INDICATED WITHIN THE EXPECTATIONS BELOW, PLEASE BE SURE TO SUBMIT TWO COPIES: ONE TO THE CANON TO THE ORDINARY, ONE TO THE CHAIR OF COM.

Task	Notes	For Help	Date Completed
Meet with parish priest		Parish Priest	
Attend Diocesan Day of Discernment (scheduled and announced by COM)		Ask parish priest or COM Chair	
Send letter of intent to Bishop as an aspirant to becoming part of the Diaconal Formation process.	Mail to bishop	Ask Director, School for Deacons; send copies of this to Canon to Ordinary and Chair of COM	
Compose spiritual autobiography (see attached)	This needs to be accomplished prior to meeting with the Parish Discernment Committee	Use attached guidelines as a suggestion; contact your shepherd. Send copy to COM chair and to Canon to Ordinary	
Attend a "Meet and Greet" with COM		COM will contact you	
COM assigns you a "shepherd" [mentor]		COM will inform you	

<p>Complete “Context for Ministry” Project (see attached)</p>	<p>Project needs to be approved by Director, School for Deacons and COM chair.</p>	<p>Contact parish priest, CHAIR of COM or Director of School for Deacons. Send verification of completion to COM chair and Canon to Ordinary</p>	
<p>Form Parish Recommendation Committee (see attached)</p>		<p>Done in conjunction with parish priest.</p>	
<p>Obtain recommendation from “Parish Discernment Committee”</p>	<p>This should be set up with the help of your parish priest.</p>	<p>Parish Priest; copies to COM chair and Canon to Ordinary</p>	
<p>Submit Application for Holy Orders</p>	<p>This is a lengthy application with multiple sections. Allow plenty of time for completion.) Please note that it must include a letter of support from applicant’s spouse or partner.</p>	<p>Parish Priest; Shepherd; Director, School for Deacons</p>	
<p>Schedule Psychological Evaluation</p>	<p>Contact Fr. Jim McDonald, LCSW, at 559-681-1518 to schedule. Please note: the cost of this is to be paid as follows: Parish Church: 1/3; Diocese: 1/3; Applicant: 1/3. Approximate cost to aspirant or postulant is \$. If the aspirant is not ordained prior to three years of the date of the psychological, it must be repeated. The psychological report is sent directly to the bishop for confidential review.</p>	<p>Shepherd</p>	

Submit results of recent medical examination - Form 11	Reviewed only by bishop. The medical report is also only valid for up to three years to the time of ordination.		
Meet with Bishop (may include your pastor if requested by bishop.)		Contact Bishop's Secretary - Diocesan Office	
Your pastor submits letter of recommendation to the bishop.	Sent directly to bishop	Pastor sends copies to COM chair and Canon to Ordinary	
Bishop acknowledges verbally or in writing your status as an applicant		Canon to the Ordinary	
Submit Application for Postulancy (see attached)	You will be requesting a meeting with COM	App goes to COM chair and to Canon to Ordinary	
Attend interview with COM	Recommendation will be made by COM to bishop.	COM will provide you all details.	
Meet with bishop, shepherd, COM Chair			
Advanced by Bishop to Postulancy	Bishop will send letter informing applicant of his decision.		

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Steps as Postulant Toward Acceptance as a Candidate
Check List 2

Task	Notes	For Help	Date Completed
Bishop Approves Course of Study	Bishop has already approved the Diocesan School for Deacons; if this is where postulant chooses to matriculate, skip this step. If one wishes to study in an alternate program, submit request with detailed info to School for Deacons.	Director of School for Deacons will review the program, forward it to Canon to the Ordinary and the Bishop.	
Complete school registration.	If not in Diocesan School for Deacons, proof of acceptance into the alternate program must be provided.	Director, School for Deacons	
Meet with COM during postulancy if requested.		COM chair	
Meet with bishop during postulancy if requested.		Ellen Meyer will schedule	
Forward Ember day letters to bishop (four times annually) - See attached			

<p>Complete Social Ministry Project - see attached</p>	<p>This is the second of two projects. Requires approval by COM Chair and Director, School for Deacons. The project may also be the result of a request by the bishop that the postulant engage in a specific ministry.</p>	<p>COM Chair, Director, School for Deacons. Send documentation of completion to COM chair and Director, School for Deacons</p>	
<p>Complete “Safeguarding God’s Children” and “Safeguarding God’s People” Online</p>	<p>Must be completed before postulancy concludes. Needs to be renewed every three years.</p>	<p>Canon to the Ordinary or individual at your parish who can register you and obtain a password for you to access the program online.</p>	
<p>Complete Sexual Misconduct Prevention Training - Form 16 (see attached)</p>	<p>May also be completed during candidacy</p>	<p>One option: www.onfijordination.org/take-sexual-misconduct-training [This option is only for those aspiring to ordination.] Cost: \$14.45. Send documentation to COM chair and Canon to Ordinary.</p>	
<p>Complete anti-racism training- Form 15 (see attached)</p>	<p>May also be completed during candidacy</p>	<p>Contact Canon to the Ordinary for options. cannonanna@diosanjoaquin.org</p>	
<p>Submit documentation for Spiritual Formation Program (see attached)</p>	<p>Those in process will be provided opportunities to learn about a variety of spiritual programs, retreats, etc., including monastic traditions.</p>	<p>Shepherd</p>	

Director of School For Deacons verifies successful completion of first two semesters.	Or: Report of work completed if matriculating in a school other than the Diocesan School for Deacons	Director, School for Deacons	
Pastor and Vestry of your parish submit recommendation for candidacy – Form 7 (see attached)		Priest and Senior Warden	
Application for interview at Diocesan with COM and Standing Committee.	Conference will be scheduled by COM and applicant will be notified.	Submit to COM chair	
Meet with bishop, shepherd and head of COM	Usually on same day as interview with COM and Standing Committee		
Bishop advances postulant to candidacy.	Bishop will send letter informing applicant of his decision.		

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Steps as Candidate toward Call to Ordination by the Bishop**

Check List 3

PLEASE NOTE: AROUND JANUARY WITHIN THE YEAR OF CANDIDACY, APPROXIMATELY AT THE BEGINNING OF YOUR LAST SEMESTER IN THE SCHOOL FOR DEACONS, THE BISHOP WILL ASSIGN THE CANDIDATE TO AN ASSIGNMENT OUTSIDE HIS/HER HOME PARISH. THE LENGTH OF THE ASSIGNMENT WILL ALSO BE MADE KNOWN TO THE CANDIDATE BY THE BISHOP.

Task	Notes	For Help	Date Completed
Complete Latino Ministry training (during postulancy or candidacy)	This will be arranged by the Diocese through the School for Deacons every other year, most probably sometime during the summer.	Director, School for Deacons	
Obtain Certificate of Completion of Formation Program in School for Deacons.	Or from any other pre-approved program if not in School for Deacons.	Director, School for Deacons. Director will send copies to COM Chair and Canon to Ordinary	
Submit Spiritual Formation Program - form 14 (see attached)			
Successful completion of "Field Placement" submitted by pastor of church to which candidate is assigned.		Pastor. Canon to the Ordinary, who will teach the accompanying course on the Field Education experience.	

Diaconal Ordination Exams successfully completed.	These will occur prior to attendance at the annual Diocesan Discernment Conference, and will be administered in January of the last semester.	Director of COM, Canon to the Ordinary	
Submit application for ordination - Form 3 (see attached)		To COM chair and Canon to Ordinary	
Bishop has received Ember Day Letters			
Pastor and Vestry of home parish submit endorsement for ordination - Form 8 (see attached)		Pastor and Senior Warden from your home parish, to both COM chair and Canon to Ordinary	
Pastor and Vestry of Field Placement Parish submit endorsement for ordination – Form 8		Pastor and Senior Warden from the parish to which you were assigned. Send to COM chair and Canon to Ordinary.	
Application to COM for meeting with COM and Standing Committee – Form 2 (see attached)			
Meet with COM and Standing Committee	COM will arrange for this and notify applicant.		
Meet with bishop, shepherd, and COM Director	Usually occurs on same day as meeting with COM and Standing Committee		
Bishop advises candidate of intention to ordain	Bishop will notify applicant in writing of his decision.		

